



Getting started

with XING Jobs

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Use the power of the XING network to reach the right candidates and keep things organised with the XING JobManager.



XING JobManager – Your performance monitor

The XING JobManager provides you with comprehensive statistics to help you ensure greater success with your job ads.



See who visited your job ads

The XING JobManager shows you candidate recommendations from XING along with who visited your job ads.



Pick the right keywords

Keyword suggestions help you increase the reach of your job ads and benefit from the viral effects of the XING network.

The following checklist will help you get off to a good start with XING Jobs. You'll receive lots of tips on how to **set up**, **use** and **integrate** the product into your existing recruiting process.

For further assistance, please refer to the [XING E-Recruiting Community](#).

Our tip

Have an easy start
with our helpful
[User Guide](#)





XING Jobs

Set-up

- ☐ **Give every colleague involved in your recruiting process access to the XING JobManager.**
To do so, just e-mail a request for XING JobManager access, including links to your colleagues' XING profile, to customer.support@xing.com.

Use

- ☐ **Create a PDF template for your job ads.**
Contact your Marketing team if you need any assistance with this.
- ☐ **Create convincing copy modules for your job ads.**
- ☐ **Upload your job ad.**
 - When uploading a job ad, don't forget to check the option to display it in your **XING Employer Branding Profile**.
 - Allow candidates to let you know they're interested in one of your vacancies.
 - Link your job ad to your personal XING profile to make it easy for people to get in touch with you.
- ☐ **Check whether your job ad contains the right keywords so it's easier for people to find it.** 
- ☐ **We also provide tips to help you optimise your job ads.** 

Recruiting process integration

- ☐ **Post your job ads at regular intervals.**
- ☐ **Benefit from viral effects.**
Share your current vacancies with your XING contacts.
- ☐ **Use the JobManager.**
Check out who has visited and shown an interest in your job ads in the **XING TalentpoolManager**.

Do you have any questions or need any assistance with XING Jobs?

Check out the XING E-Recruiting Community
by visiting community.xing.com